

Receptionist

Position Summary

The Canadian Baptists of Atlantic Canada (CBAC) is looking for a Receptionist to provide a personal, professional, welcoming and positive presence from the front desk to our CBAC constituents, visitors and staff. As Receptionist, you will be the first point of contact to those who communicate with the office of the CBAC; essentially its 'face' and 'voice'. The foremost responsibilities will include offering administrative support in general and with some of our departments more specifically, welcome guests and greet people who visit, coordinate front-desk activities (including distributing correspondence and redirecting phone calls), be responsible for our printer and postage meter including ensuring we have adequate supplies, participate in the yearly CBAC Assembly (Oasis), along with a variety of other tasks as assigned by the Executive Minister's office. Our ideal candidate will have a compassionate and helpful personality, be able to deal with emergencies in a timely and effective manner while streamlining office operations and executing all administrative tasks to the highest quality standards. Multitasking, flexibility, and stress management skills are essential for this position.

The Responsibility Level of this position is Organizational Support.

This is a full-time position located at the CBAC office in Moncton, NB. This position reports to the Executive Minister. Salary to be negotiated.

Key Responsibilities

- Greet and welcome visitors and staff as they arrive and direct them appropriately
- Answer, screen and forward incoming phone calls, and provide basic, accurate information in-
- Ensure reception area is tidy and presentable, as well as the printer room, which includes being stocked with all necessary stationery and material (e.g. office supplies, forms, brochures)
- Receive, sort and distribute daily mail/deliveries
- Assist with print and mailings
- Receive annual church reports and input data
- Oasis registration and on-site assistance
- Provide assistance to all departments as required
- Update calendars and schedule meetings, maintain records & files

Desired skills & experience for a preferred candidate

- 2 years related experience
- Positive, pleasant, courteous, friendly demeanor, professional attitude
- Good understanding of office administration and basic bookkeeping practices, proficiency in Microsoft Office Suite
- Hands-on experience with office equipment (e.g. printers, multi-line phones, postage machine, etc.)
- Strong interpersonal skills; solid written and verbal communication
- Detail oriented, proven ability to prioritize tasks and time-management
- Ability to be resourceful and proactive when issues arise



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- Collaborative, strong accuracy and attention to detail, excellent organizational skills, team player, high degree of discretion and confidentiality, can prioritize & coordinate multiple projects, can work independently, teachable
- Evidence of a Christian conversion; demonstrated life lived in keeping with biblical standards through local church involvement;
- **Minimum requirements:** Business College Office Administration or Administrative Assistant diploma though a combination of experience and education will be considered

The candidate must:

- Be willing to sign the Covenant of Christian Workers document and a confidentiality document as conditions of employment and be in alignment with the mission and ethos of the CBAC
- Understand that the interviewing process will include background/reference checks & may include pre-employment assessments.

About Canadian Baptists of Atlantic Canada

Believing that a relationship with God through the death, burial and resurrected life of Jesus Christ is the only effective way for real change to occur in the lives, homes and communities of Atlantic Canadians, some churches joined together over a 100 years ago, in a mission partnership to more effectively communicate and minister to Atlantic Canada and the world. This CBAC partnership has resulted in impactful ministry far beyond our size, both overseas through CBM and in Atlantic Canada through Crandall University, Acadia Divinity College, the Baptist Foundation, and many other daughter organizations. Ours is a grass-roots movement with the office of the CBAC implementing ministry determined by the decision of CBAC churches in a variety of ways including the development of standards of practice, certification programs, face-to-face networking opportunities, leadership development, conferences, and so much more. Our mission is to join God in changing Atlantic Canada, one neighborhood at a time. We are a non-profit charity associated with Canadian Baptists across Canada.

How to apply: Those interested in applying are invited to contact CBAC **only by the following method:** Email a complete Resume and at least three reference contacts including telephone numbers and email addresses (no reference letters will be accepted) to: wendy.jones@baptist-atlantic.ca

Important note: To ensure that your resume is successfully submitted, please include all relevant documents together in ONE document and use a unique file name such as "yourname.pdf". For security reasons we will only accept PDF files. **Please also include the job title in the subject line of e-mail submissions.**

Deadline for applications: If you are interested in applying for this position, your resume should be received by end of business day (5:00 pm), Friday, May 31, 2019. For selected candidates, interviews will be conducted in June.